e2u User Manual

This User Manual provides full instructions including screenshots of the most common tasks when using the e2u e-learning portal.

For more help and assistance our helpdesk is open 9am-4pm Mon-Fri

01782 831067

Updated: 6/6/2012

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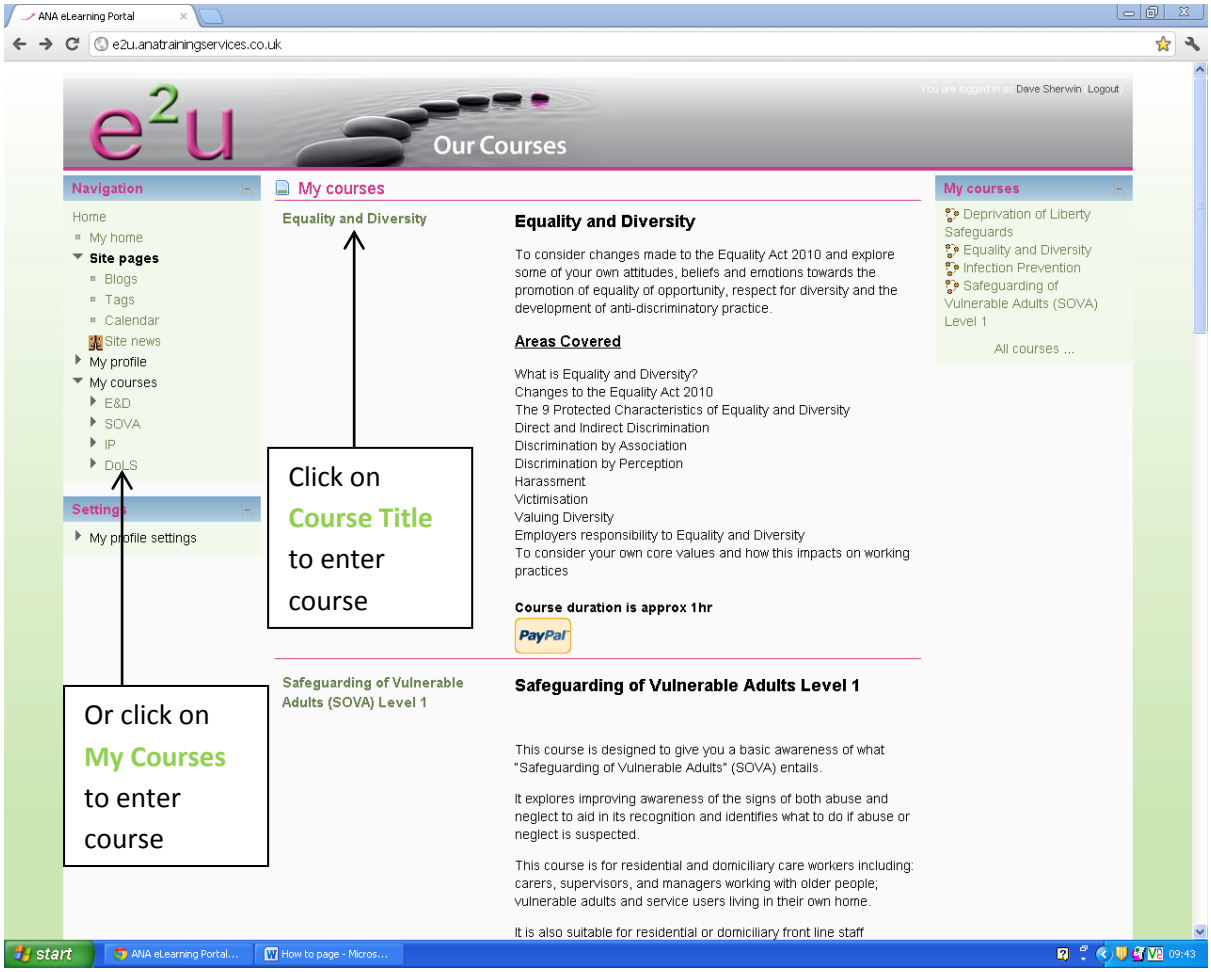
How to enter a course

Step 1: Select Course

- Click on the Couse name (Green) or select my courses on left side of page and click on name of course. This will take you through to the chosen course


ANA eLearning Portal
e2u.anatrainingservices.co.uk
Our Courses
You are logged in as Dave Sherwin Logout
Navigation
Home
My home
Site pages
Blogs
Tags
Calendar
Site news
My profile
My courses
E&D
SOVA
IP
DoLS
Settings
My profile settings
My courses
Equality and Diversity
Safeguarding of Vulnerable Adults (SOVA) Level 1
Equality and Diversity
To consider changes made to the Equality Act 2010 and explore some of your own attitudes, beliefs and emotions towards the promotion of equality of opportunity, respect for diversity and the development of anti-discriminatory practice.
Areas Covered
What is Equality and Diversity?
Changes to the Equality Act 2010
The 9 Protected Characteristics of Equality and Diversity
Direct and Indirect Discrimination
Discrimination by Association
Discrimination by Perception
Harassment
Victimisation
Valuing Diversity
Employers responsibility to Equality and Diversity
To consider your own core values and how this impacts on working practices
Course duration is approx 1hr
PayPal
Safeguarding of Vulnerable Adults Level 1
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It explores improving awareness of the signs of both abuse and neglect to aid in its recognition and identifies what to do if abuse or neglect is suspected.
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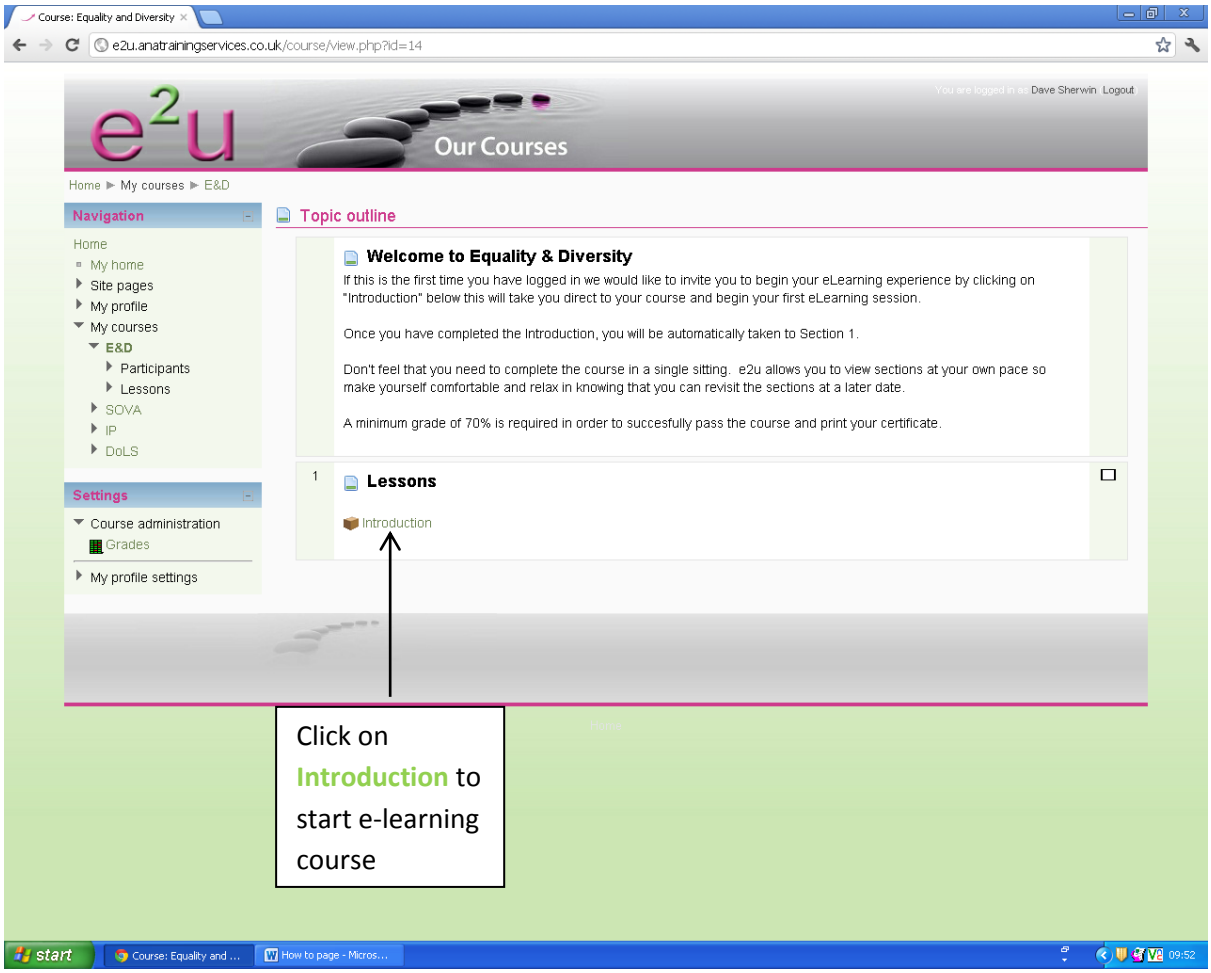
It is also suitable for residential or domiciliary front line staff
My courses
Deprivation of Liberty Safeguards
Equality and Diversity
Infection Prevention
Safeguarding of Vulnerable Adults (SOVA) Level 1
All courses ...
Click on Course Title to enter course
Or click on My Courses to enter course
start
ANA eLearning Portal...
How to page - Micros...
09:43

How to enter a course

Step 2: Select First Module

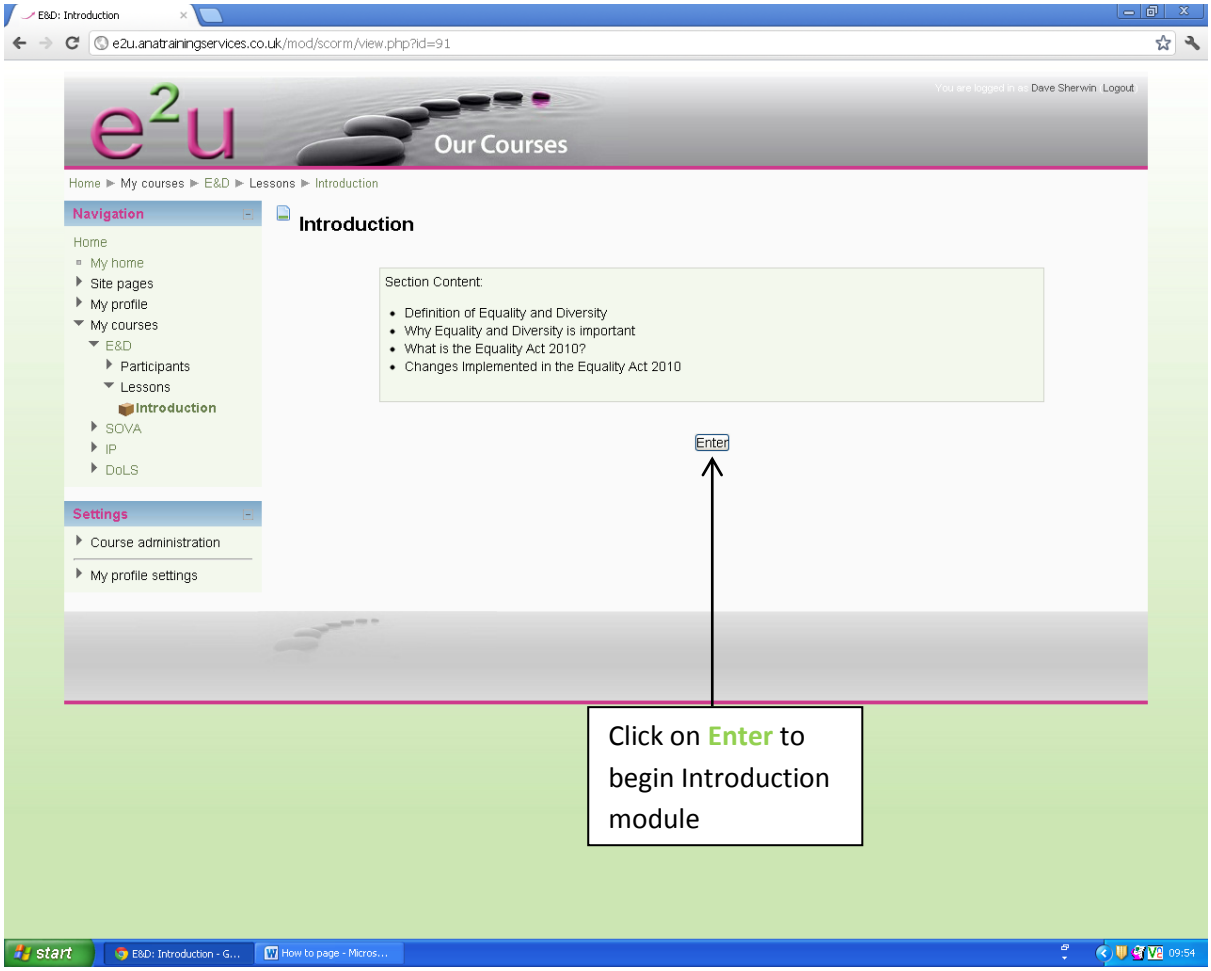
- Click on the first module to appear under lessons


Course: Equality and Diversity
e2u.anatrainingservices.co.uk/course/view.php?id=14
Our Courses
You are logged in as Dave Sherwin Logout
Home ▶ My courses ▶ E&D
Navigation
Home
My home
Site pages
My profile
My courses
E&D
Participants
Lessons
SOVA
IP
DoLS
Settings
Course administration
Grades
My profile settings
Topic outline
Welcome to Equality & Diversity
If this is the first time you have logged in we would like to invite you to begin your eLearning experience by clicking on "Introduction" below this will take you direct to your course and begin your first eLearning session.
Once you have completed the Introduction, you will be automatically taken to Section 1.
Don't feel that you need to complete the course in a single sitting. e2u allows you to view sections at your own pace so make yourself comfortable and relax in knowing that you can revisit the sections at a later date.
A minimum grade of 70% is required in order to succesfully pass the course and print your certificate.
1
Lessons
Introduction
Click on Introduction to start e-learning course
start
Course: Equality and ...
How to page - Micros...
09:52

How to enter a course

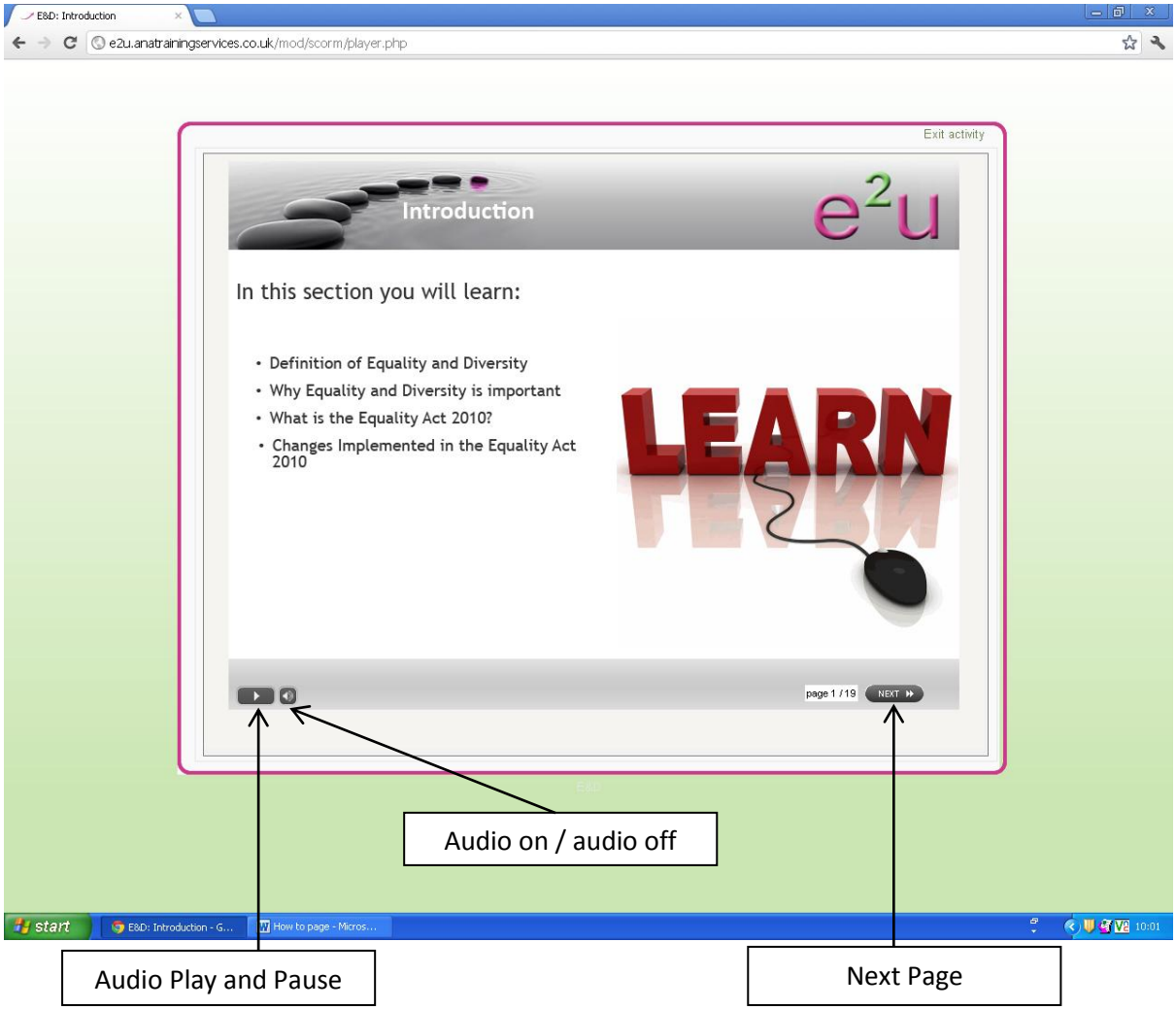
Step 3: Begin Module

- Click on the Enter button to begin Module



E-Learning Portal Controls

- Audio Play and Pause button allows the audio commentary to be paused
- Audio on/off allows the audio commentary to be switched off (On by default)
- Next page button allows you to move to the next page and progress through the module



E-Learning Portal Controls

- Previous Page allows you to go back through the module if required
- Exit Activity allows you to exit the module, it will continue from this point when revisiting the e-learning portal

E&D: Introduction
e2u.anatrainingservices.co.uk/mod/scorm/player.php
Exit activity
Introduction
e2u
Equality and Diversity Definition
Equality and Diversity is a term used in the United Kingdom to define and champion equality, diversity and human rights as defining values of society.
It promotes equality of opportunity for all, giving every individual the chance to achieve their potential, free from prejudice and discrimination.
Chinese
Other Asian
BACK
page 2 / 19
NEXT
E&D
start
E&D: Introduction - G...
How to page - Micros...
10:11

Previous Page

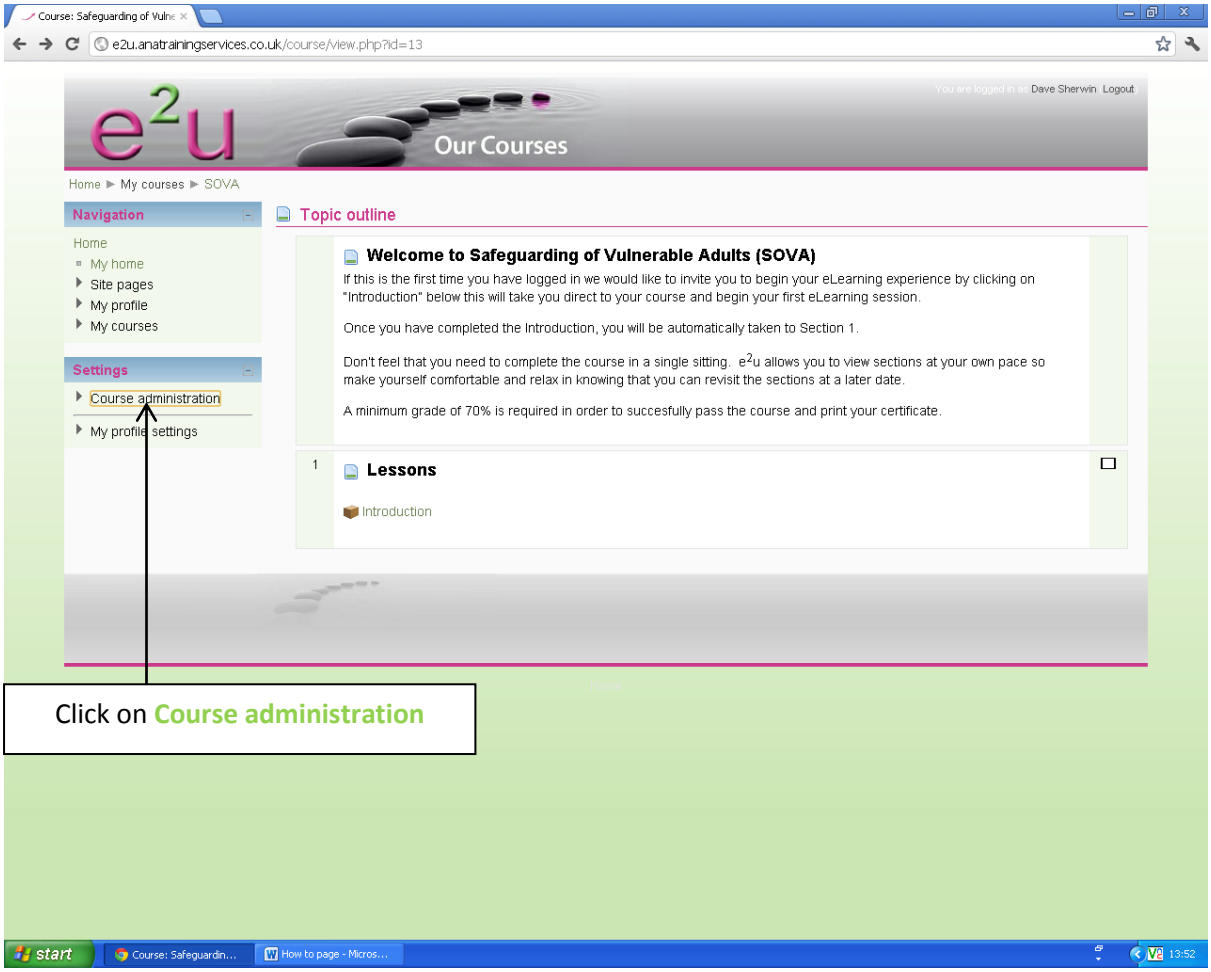
Exit Activity

Continues from same page when returning to the module

Accessing Grades

Step 1: Select Grades

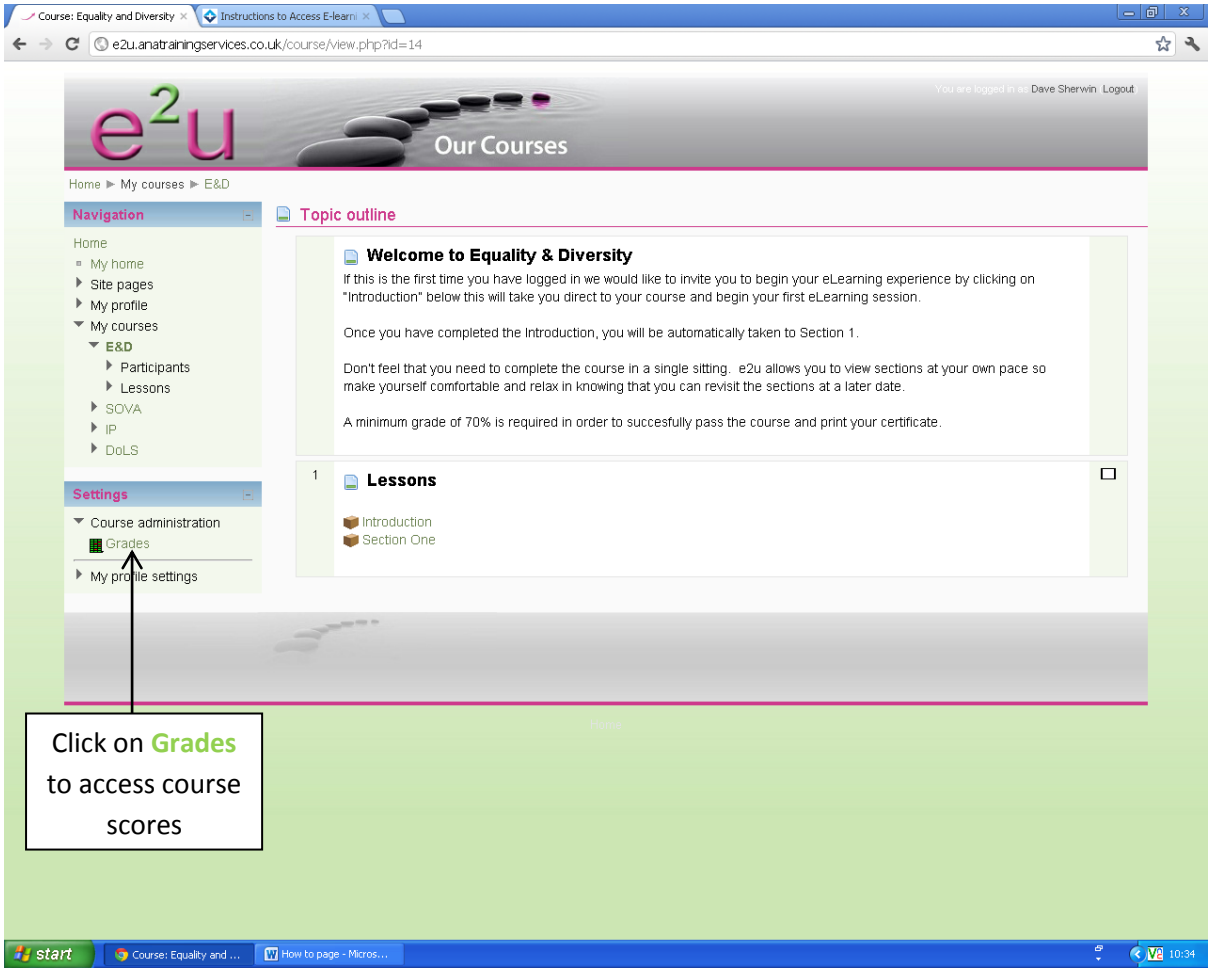
- Click on Course administration


Course: Safeguarding of Vulne
e2u.anatrainingservices.co.uk/course/view.php?id=13
Our Courses
You are logged in as Dave Sherwin Logout
Home ▶ My courses ▶ SOVA
Navigation
Home
My home
Site pages
My profile
My courses
Settings
Course administration
My profile settings
Topic outline
Welcome to Safeguarding of Vulnerable Adults (SOVA)
If this is the first time you have logged in we would like to invite you to begin your eLearning experience by clicking on "Introduction" below this will take you direct to your course and begin your first eLearning session.
Once you have completed the Introduction, you will be automatically taken to Section 1.
Don't feel that you need to complete the course in a single sitting. e2u allows you to view sections at your own pace so make yourself comfortable and relax in knowing that you can revisit the sections at a later date.
A minimum grade of 70% is required in order to succesfully pass the course and print your certificate.
1
Lessons
Introduction
Click on Course administration
start
Course: Safeguardin...
How to page - Micros...
13:52

Accessing Grades

Step 2: Select Grades

- Click on Grades option on left side of page


Course: Equality and Diversity
Instructions to Access E-learni
e2u.anatrainingservices.co.uk/course/view.php?id=14
Our Courses
You are logged in as Dave Sherwin Logout
Home ▶ My courses ▶ E&D
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My profile settings
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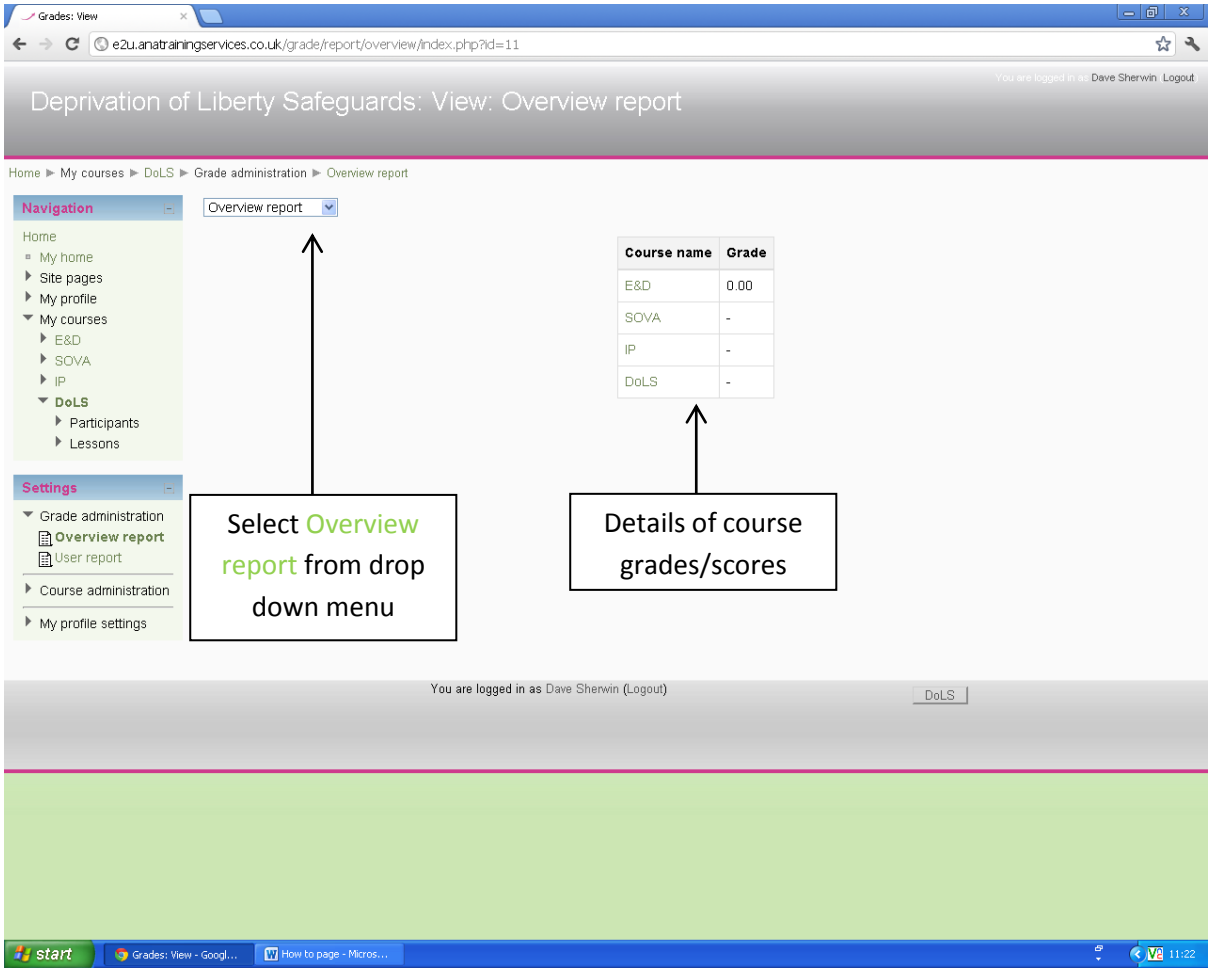
1
Lessons
Introduction
Section One
Click on Grades to access course scores
start
Course: Equality and ...
How to page - Micros...
10:34

Accessing Grades

Step 3: View Grades

- Select overview report from drop down menu

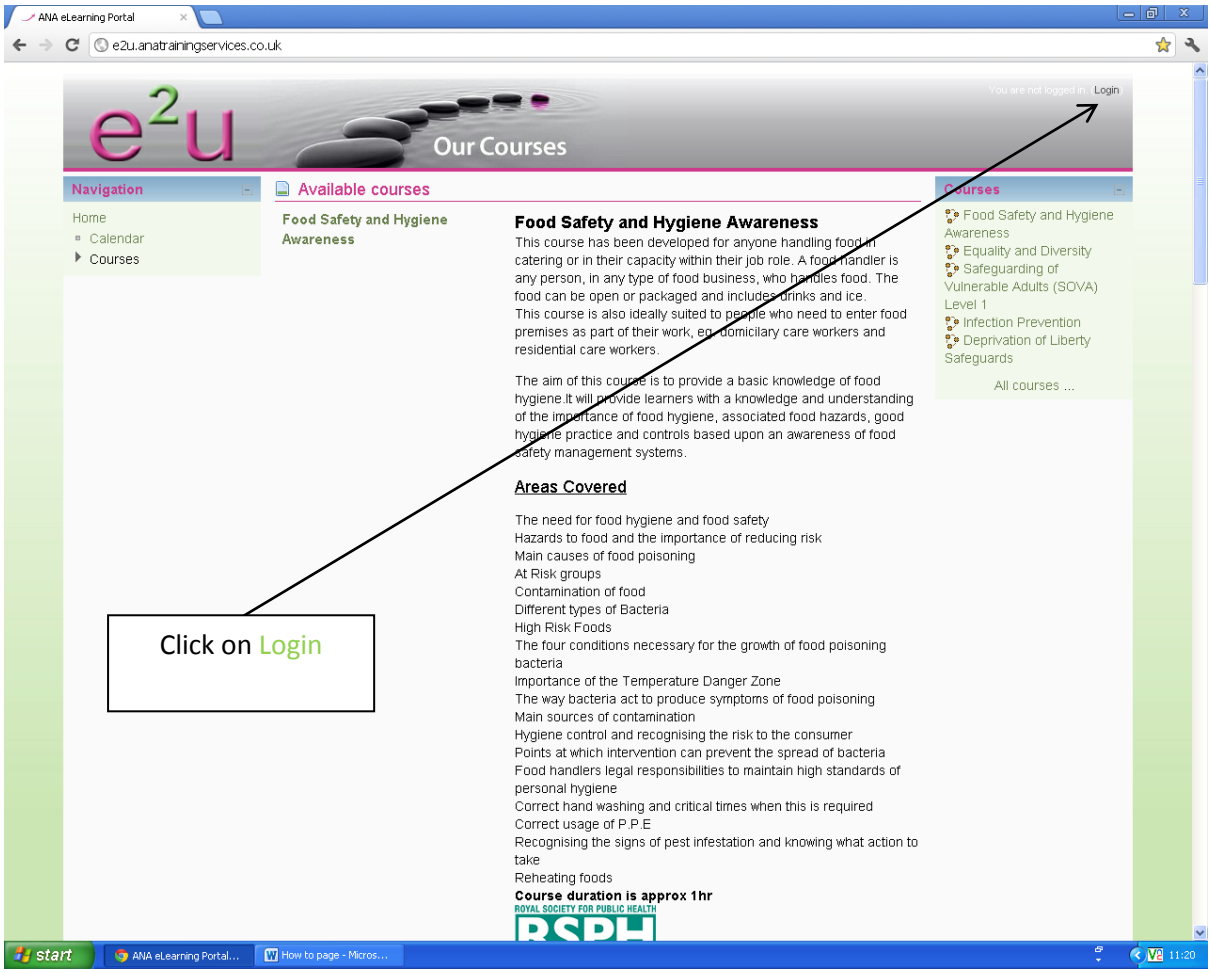
- Details of course grades displayed in middle of scree



Logging in to e-learning portal

Step 1: Login

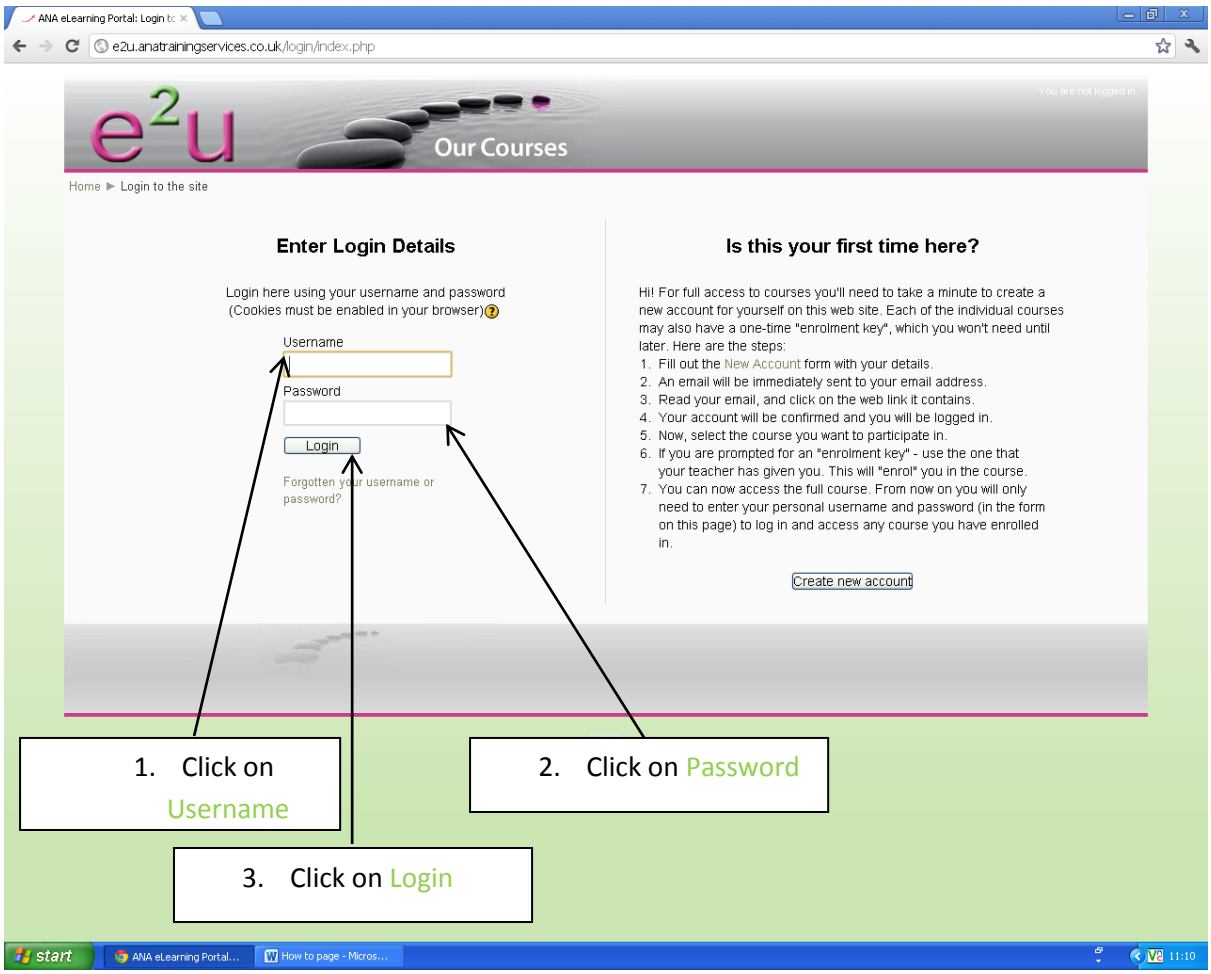
- Click on the login option in top right hand corner of screen


ANA eLearning Portal
e2u.anatrainingservices.co.uk
You are not logged in. Login
Our Courses
Navigation
Home
Calendar
Courses
Available courses
Food Safety and Hygiene Awareness
Food Safety and Hygiene Awareness
This course has been developed for anyone handling food in catering or in their capacity within their job role. A food handler is any person, in any type of food business, who handles food. The food can be open or packaged and includes drinks and ice.
This course is also ideally suited to people who need to enter food premises as part of their work, eg domicilary care workers and residential care workers.
The aim of this course is to provide a basic knowledge of food hygiene.It will provide learners with a knowledge and understanding of the importance of food hygiene, associated food hazards, good hygiene practice and controls based upon an awareness of food safety management systems.
Areas Covered
The need for food hygiene and food safety
Hazards to food and the importance of reducing risk
Main causes of food poisoning
At Risk groups
Contamination of food
Different types of Bacteria
High Risk Foods
The four conditions necessary for the growth of food poisoning bacteria
Importance of the Temperature Danger Zone
The way bacteria act to produce symptoms of food poisoning
Main sources of contamination
Hygiene control and recognising the risk to the consumer
Points at which intervention can prevent the spread of bacteria
Food handlers legal responsibilities to maintain high standards of personal hygiene
Correct hand washing and critical times when this is required
Correct usage of P.P.E
Recognising the signs of pest infestation and knowing what action to take
Reheating foods
Course duration is approx 1hr
ROYAL SOCIETY FOR PUBLIC HEALTH
RSPH
Courses
Food Safety and Hygiene Awareness
Equality and Diversity
Safeguarding of Vulnerable Adults (SOVA) Level 1
Infection Prevention
Deprivation of Liberty Safeguards
All courses ...
Click on Login
start
ANA eLearning Portal...
How to page - Micros...
11:20

Logging in to e-learning portal

Step 2: Enter Username and Password

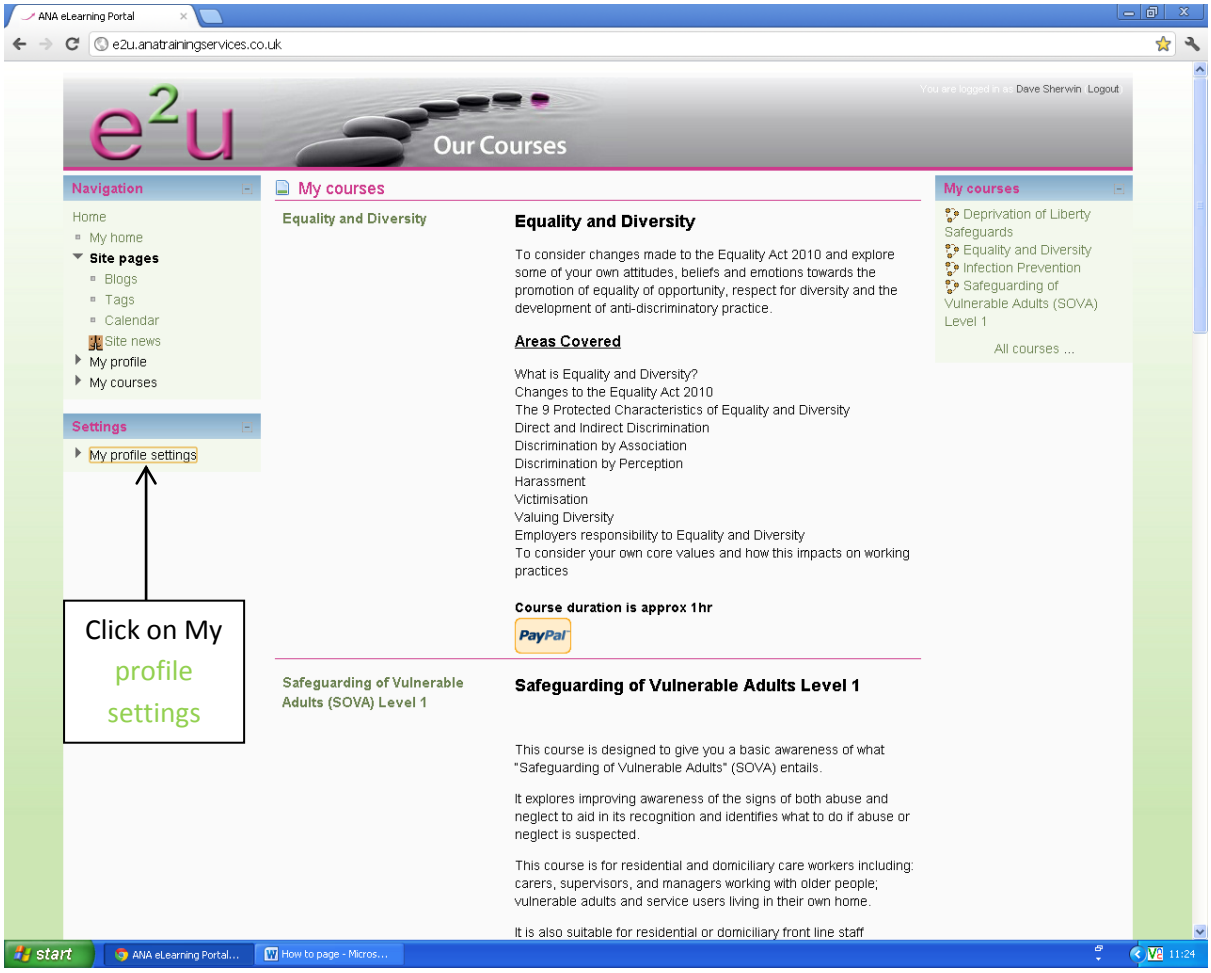
- 1. Click in the username box and type in username (lowercase)
- 2. Click in the password box and type in password (Case sensitive)
- 3. Click on the login button


ANA eLearning Portal: Login to
e2u.anatrainingservices.co.uk/login/index.php
Our Courses
You are not logged in
Home ► Login to the site
Enter Login Details
Login here using your username and password
(Cookies must be enabled in your browser)
Username
Password
Login
Forgotten your username or password?
Is this your first time here?
Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:
1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.
Create new account
1. Click on Username
2. Click on Password
3. Click on Login
start
ANA eLearning Portal...
How to page - Micros...
11:10

Changing personal settings

Step 1: Select My Profile Settings

- Click on the my profile option on left side of screen


ANA eLearning Portal
e2u.anatrainingservices.co.uk
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Site news
My profile
My courses
Settings
My profile settings
Click on My profile settings
My courses
Equality and Diversity
Equality and Diversity
To consider changes made to the Equality Act 2010 and explore some of your own attitudes, beliefs and emotions towards the promotion of equality of opportunity, respect for diversity and the development of anti-discriminatory practice.
Areas Covered
What is Equality and Diversity?
Changes to the Equality Act 2010
The 9 Protected Characteristics of Equality and Diversity
Direct and Indirect Discrimination
Discrimination by Association
Discrimination by Perception
Harassment
Victimisation
Valuing Diversity
Employers responsibility to Equality and Diversity
To consider your own core values and how this impacts on working practices
Course duration is approx 1hr
PayPal
Safeguarding of Vulnerable Adults (SOVA) Level 1
Safeguarding of Vulnerable Adults Level 1
This course is designed to give you a basic awareness of what "Safeguarding of Vulnerable Adults" (SOVA) entails.
It explores improving awareness of the signs of both abuse and neglect to aid in its recognition and identifies what to do if abuse or neglect is suspected.
This course is for residential and domiciliary care workers including: carers, supervisors, and managers working with older people; vulnerable adults and service users living in their own home.
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My courses
Deprivation of Liberty Safeguards
Equality and Diversity
Infection Prevention
Safeguarding of Vulnerable Adults (SOVA) Level 1
All courses ...
start

Changing personal settings

Step 2: Edit profile

- Click on the edit profile option on left side of screen

ANA eLearning Portal
e2u.anatrainingservices.co.uk
Our Courses
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My profile
My courses
Settings
My profile settings
Edit profile
Messaging
Blogs
Click on Edit profile
My courses
Equality and Diversity
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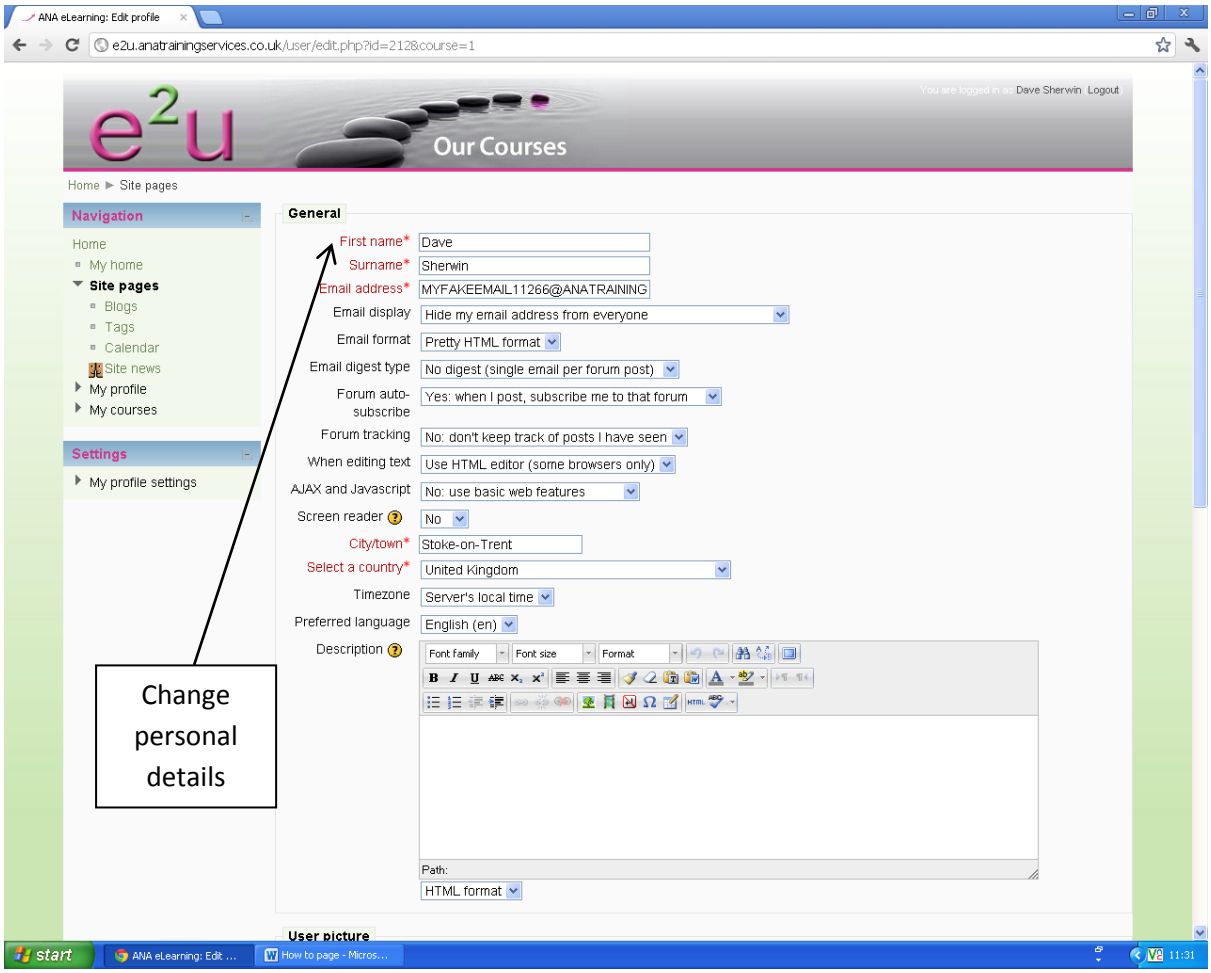
My courses
Deprivation of Liberty Safeguards
Equality and Diversity
Infection Prevention
Safeguarding of Vulnerable Adults (SOVA) Level 1
All courses ...
start

Changing personal settings

Step 3: Change personal details

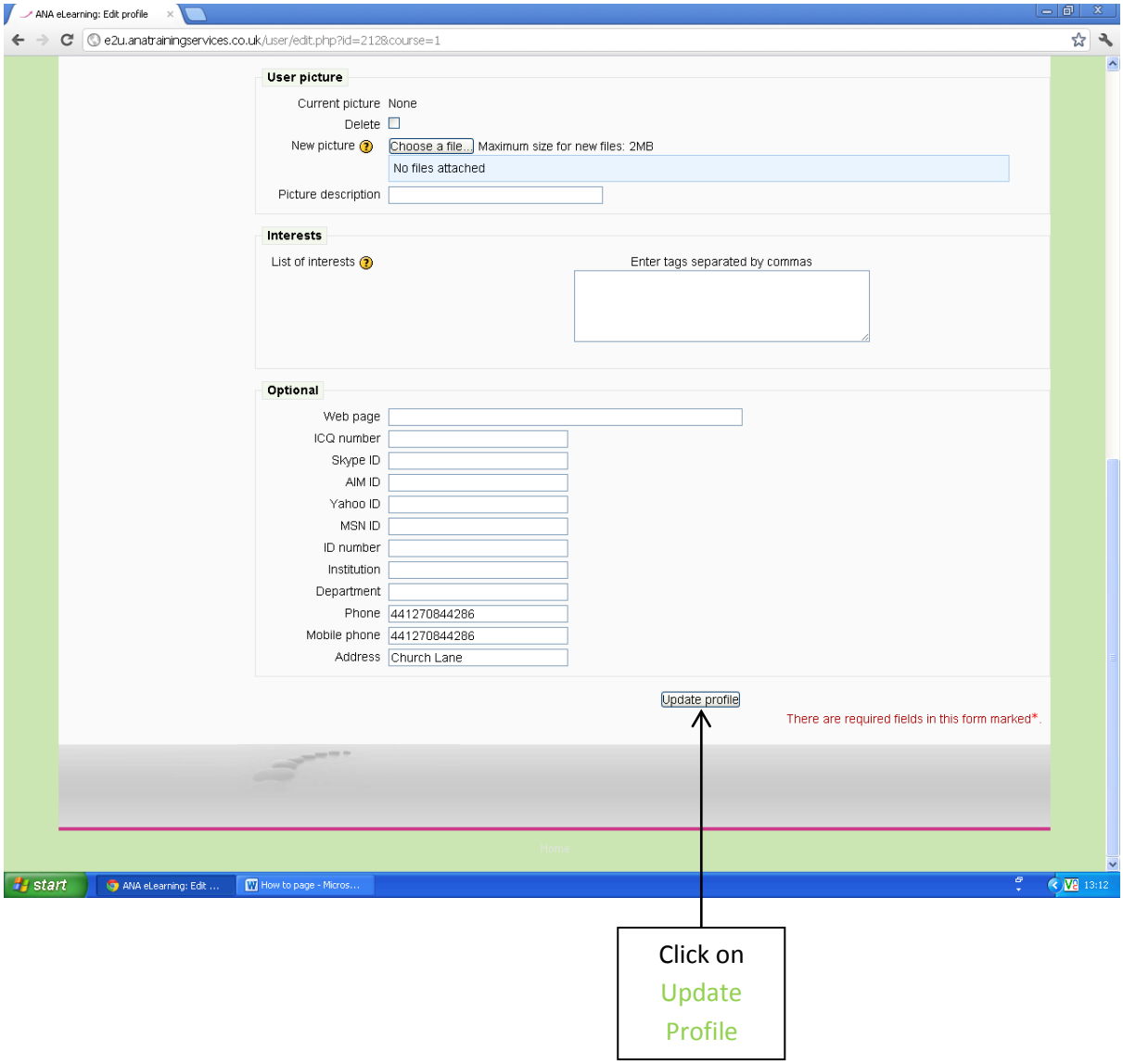
- Click into the box containing the information you wish to change
- Change information required



Changing personal settings

Step 4: Change personal details

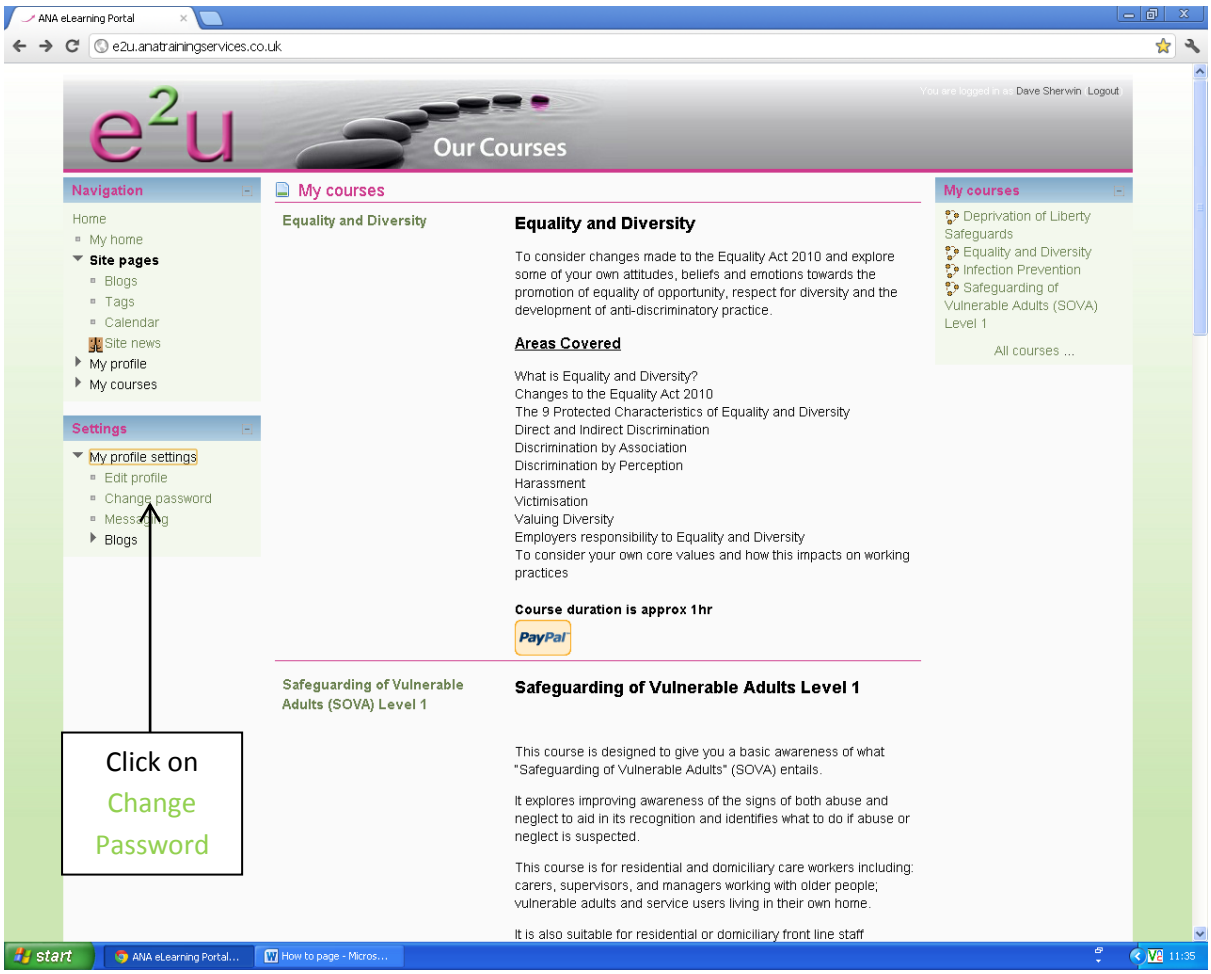
- Scroll to bottom of the page and click on Update Profile button



Changing Password

Step 1: Select Change password

- Click on the change password option on left side of screen


ANA eLearning Portal
e2u.anatrainingservices.co.uk
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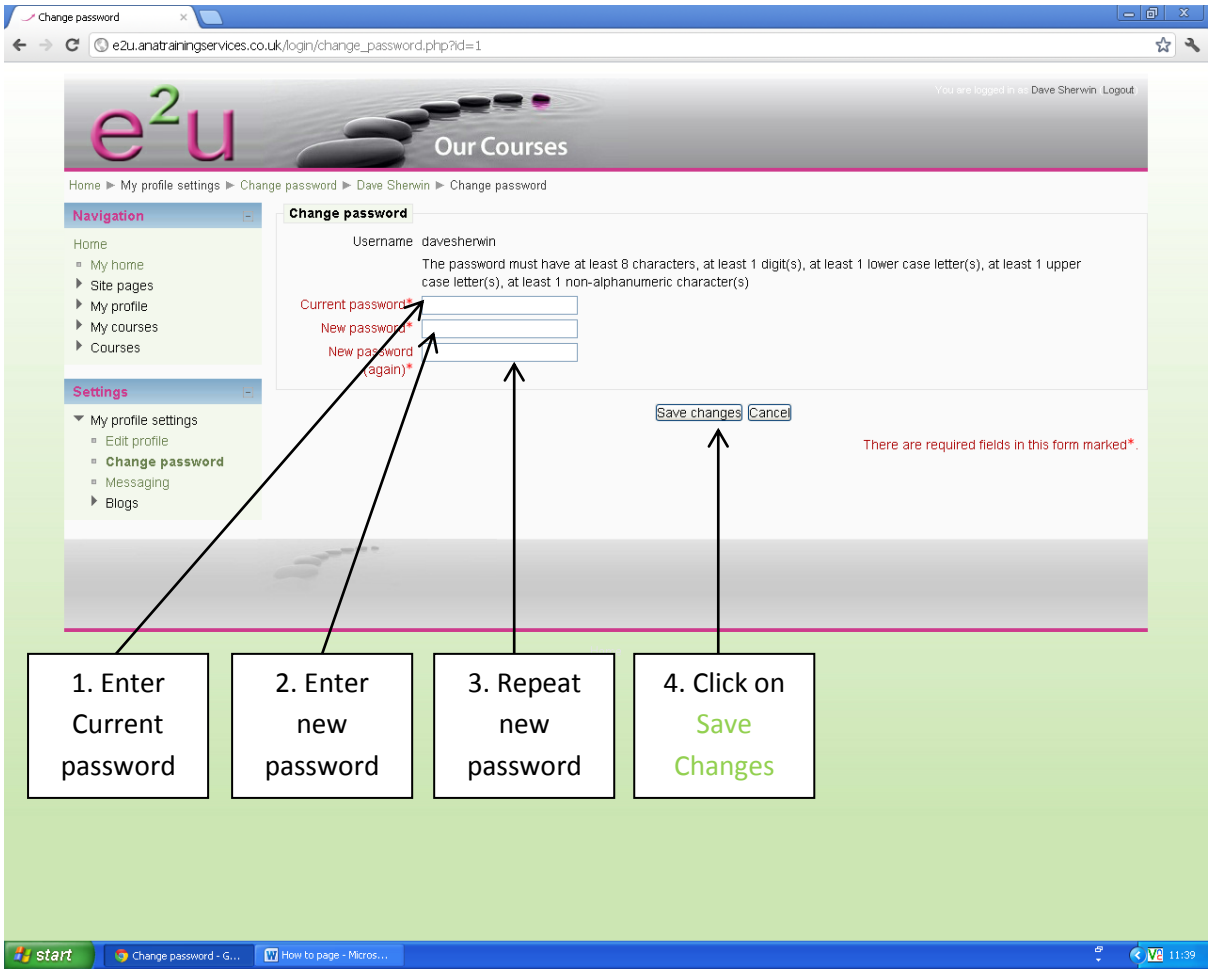
My courses
Deprivation of Liberty Safeguards
Equality and Diversity
Infection Prevention
Safeguarding of Vulnerable Adults (SOVA) Level 1
All courses ...
Click on Change Password
start
ANA eLearning Portal...
How to page - Micros...
11:35

Changing Password

Step 2: Select Change password

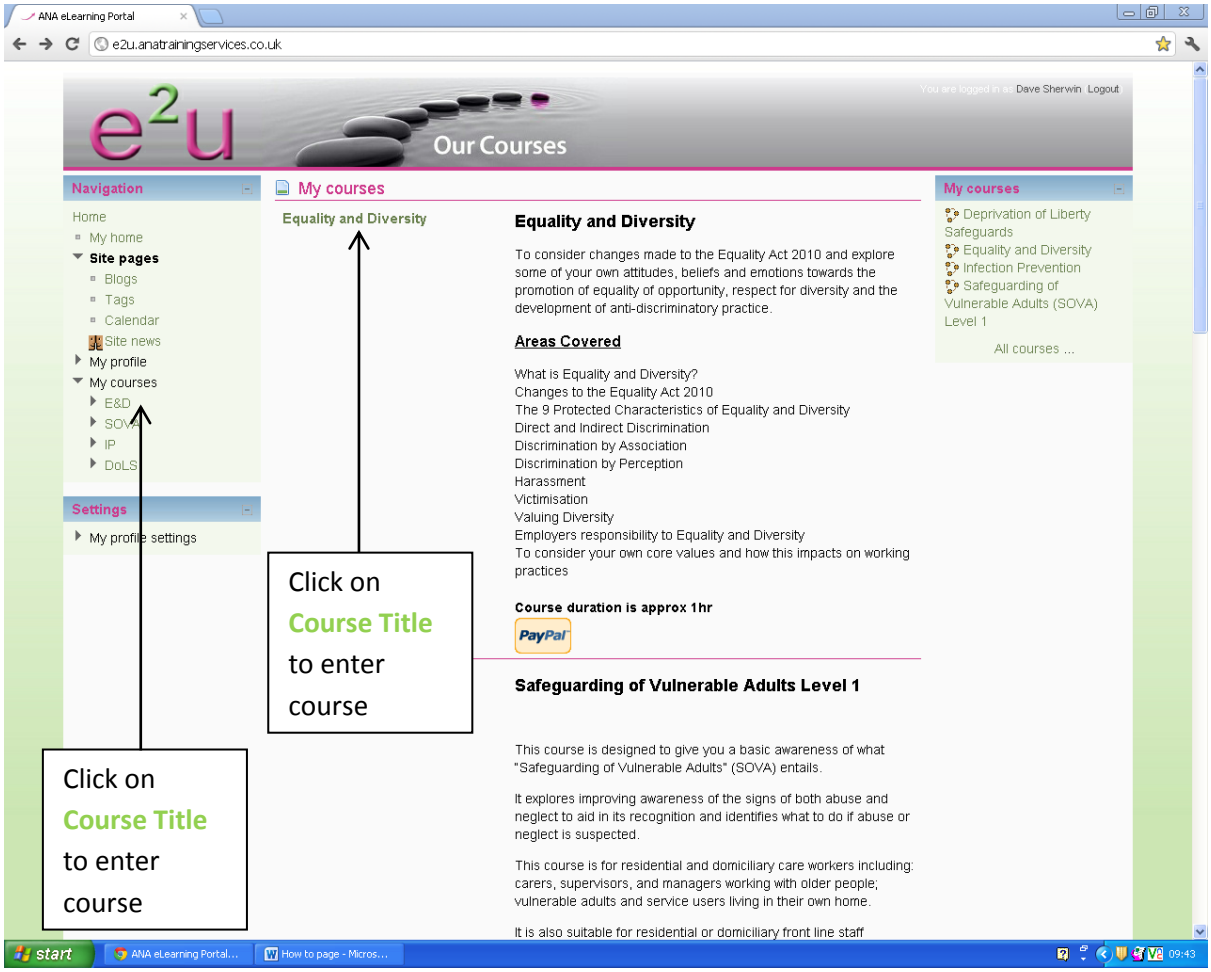
- 1. Click in the Current password box, enter current password
- 2. Click in the New password box, enter new password
- 3. Click in the New password box (again), re-enter new password
- 4. Click on the Save changes button



Resuming course from a previous session

Step 1: Select course to resume

- Go to My Courses Page
- Click on the Couse name (Green) or select my courses on left side of page and click on name of course. This will take you to the chosen course to resume session


ANA eLearning Portal
e2u.anatrainingservices.co.uk
Our Courses
You are logged in as Dave Sherwin Logout
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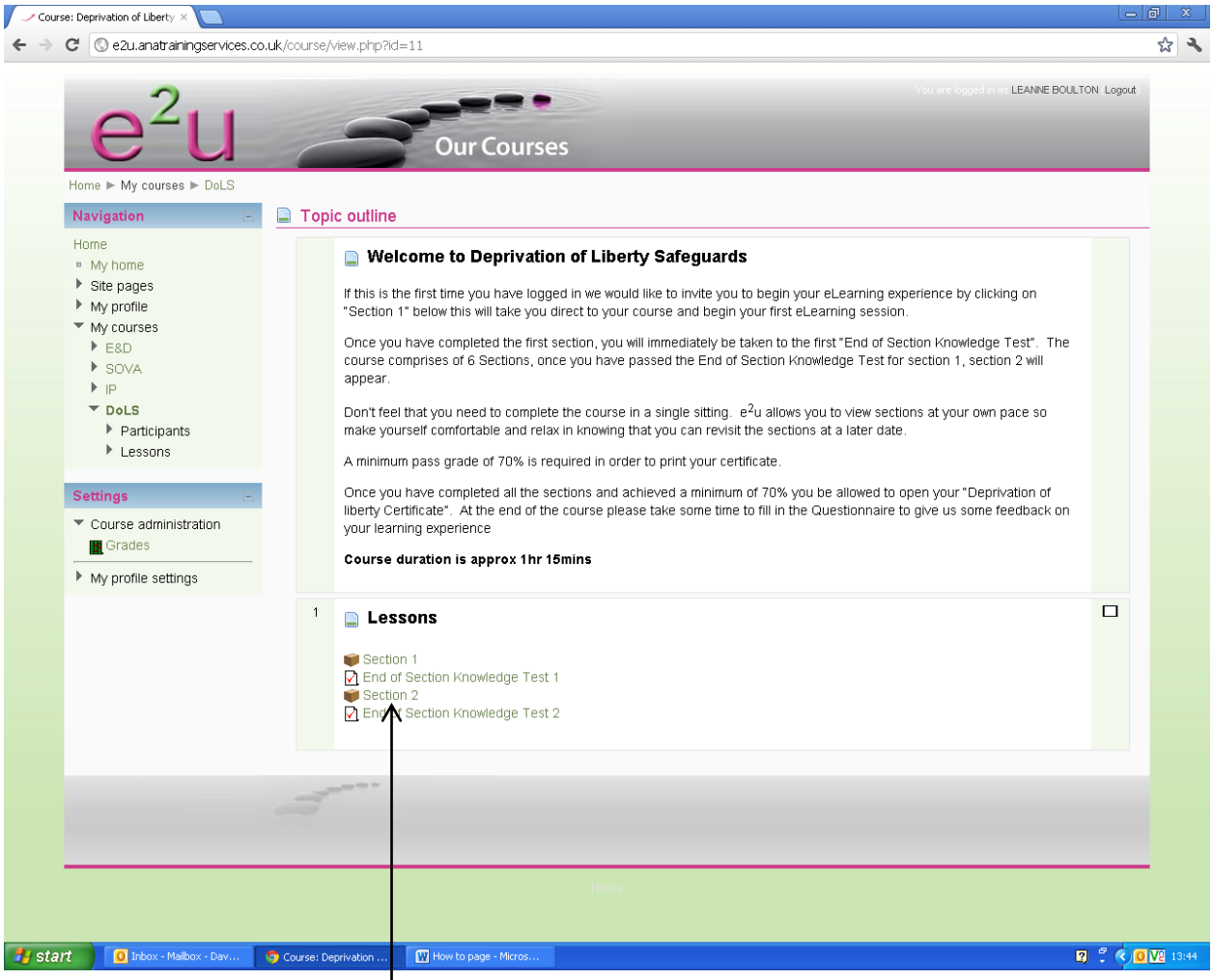
My courses
Deprivation of Liberty Safeguards
Equality and Diversity
Infection Prevention
Safeguarding of Vulnerable Adults (SOVA) Level 1
All courses ...
Click on Course Title to enter course
Click on Course Title to enter course
start
ANA eLearning Portal...
How to page - Micros...
09:43

Resuming course from a previous session

Step 2: Select section previously on

- Click on section that you were on previously when you exited the activity
- Course will automatically take you to the point where you previously left the course


Course: Deprivation of Liberty
e2u.anatrainingservices.co.uk/course/view.php?id=11
Our Courses
You are logged in as LEANNE BOULTON Logout
Home ▶ My courses ▶ DoLS
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E&D
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Participants
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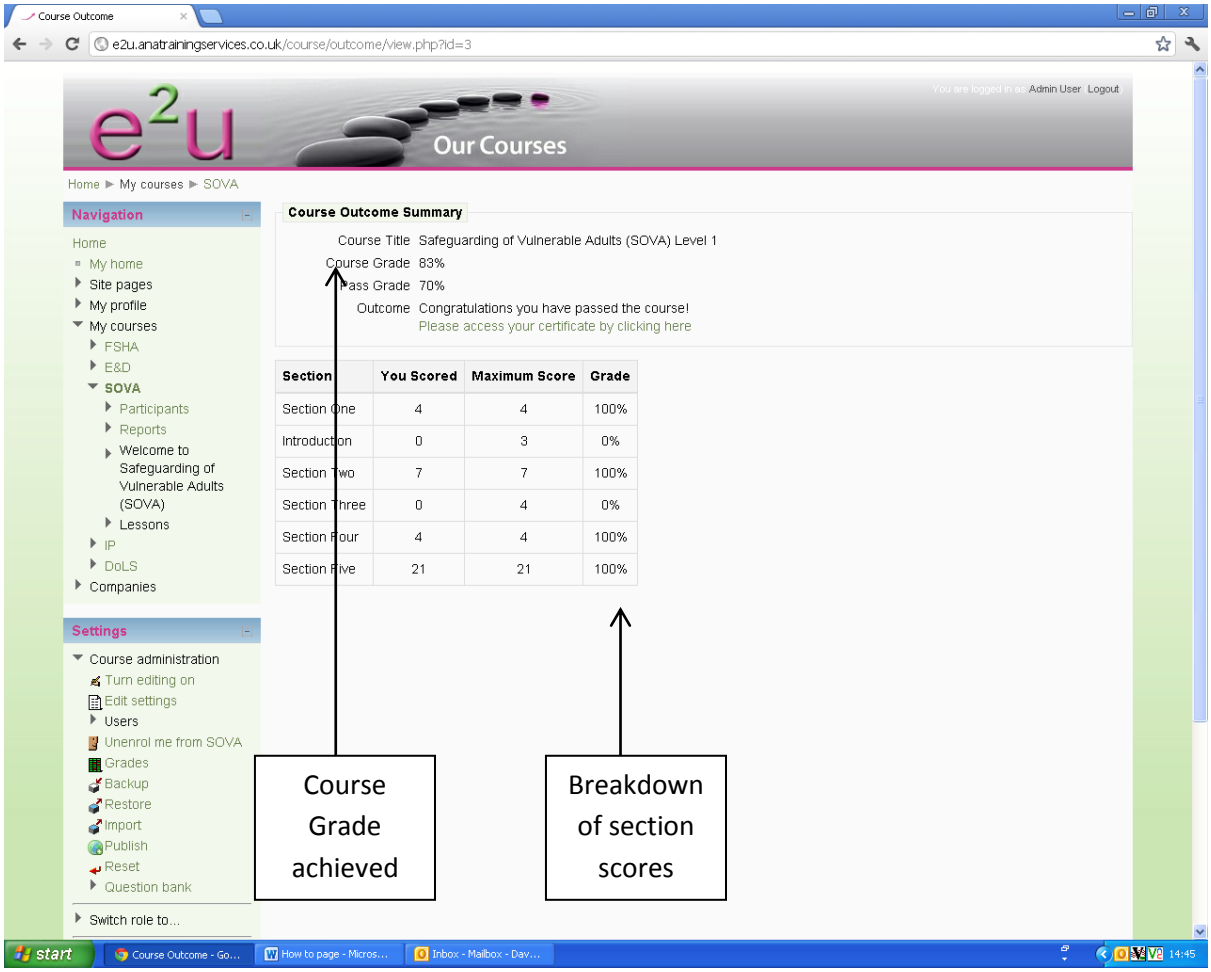
Course administration
Grades
My profile settings
Topic outline
Welcome to Deprivation of Liberty Safeguards
If this is the first time you have logged in we would like to invite you to begin your eLearning experience by clicking on "Section 1" below this will take you direct to your course and begin your first eLearning session.
Once you have completed the first section, you will immediately be taken to the first "End of Section Knowledge Test". The course comprises of 6 Sections, once you have passed the End of Section Knowledge Test for section 1, section 2 will appear.
Don't feel that you need to complete the course in a single sitting. e2u allows you to view sections at your own pace so make yourself comfortable and relax in knowing that you can revisit the sections at a later date.
A minimum pass grade of 70% is required in order to print your certificate.
Once you have completed all the sections and achieved a minimum of 70% you be allowed to open your "Deprivation of liberty Certificate". At the end of the course please take some time to fill in the Questionnaire to give us some feedback on your learning experience
Course duration is approx 1hr 15mins
1
Lessons
Section 1
End of Section Knowledge Test 1
Section 2
End of Section Knowledge Test 2
Home
start
Inbox - Mailbox - Dav...
Course: Deprivation ...
How to page - Micros...
13:44

Click on **Section** to re-commence course

Course Outcome Summary

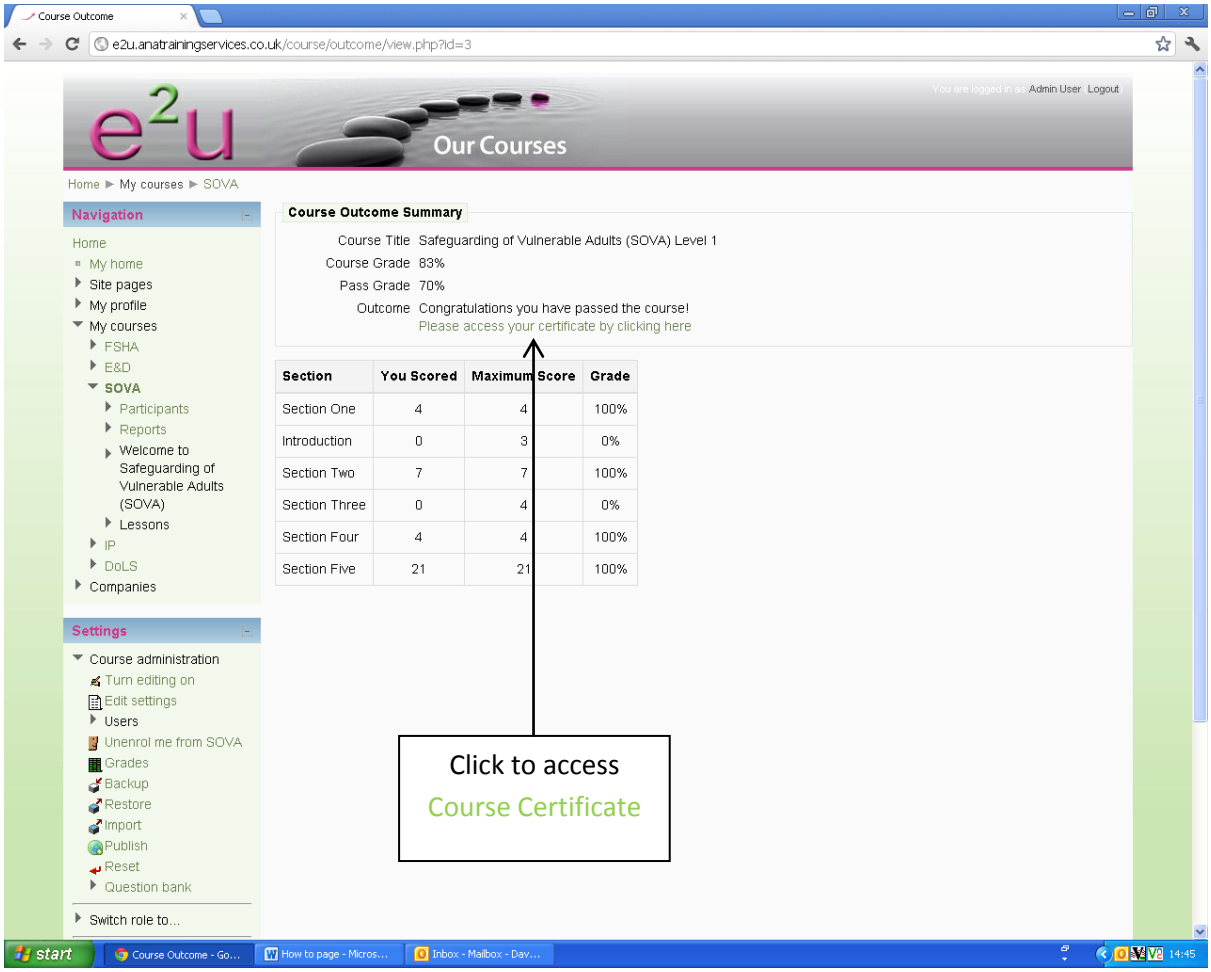
- Course Grade/score Indicated at top of page
- 70% is required to successfully complete course and produce certificate
- Breakdown of section scores indicated in middle boxes



Accessing Course Certificate

To produce from Course Outcome Summary Page

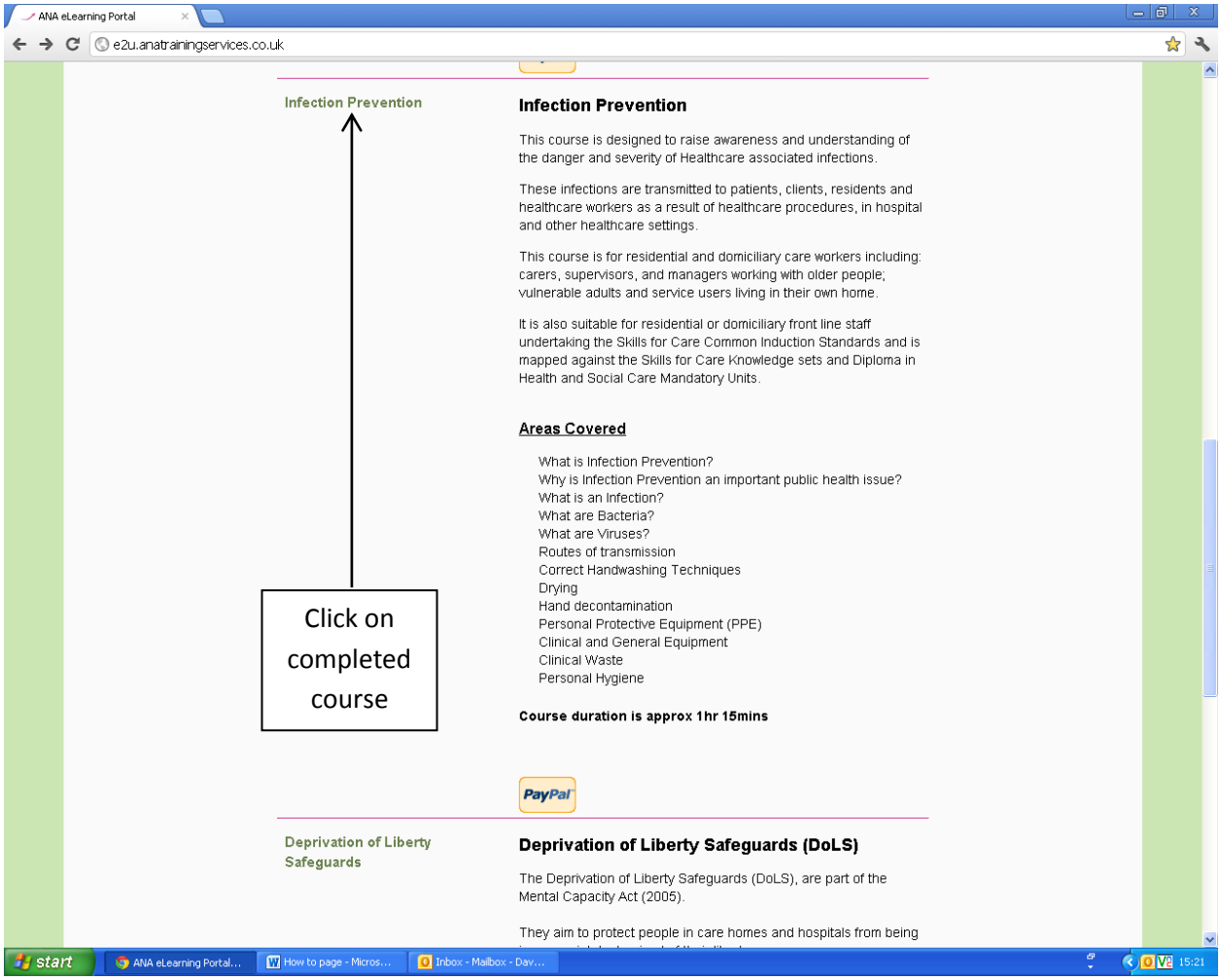
- Click on the Please access your certificate option in centre of page



Accessing Course Certificate

Step 1: To produce from My Courses Page

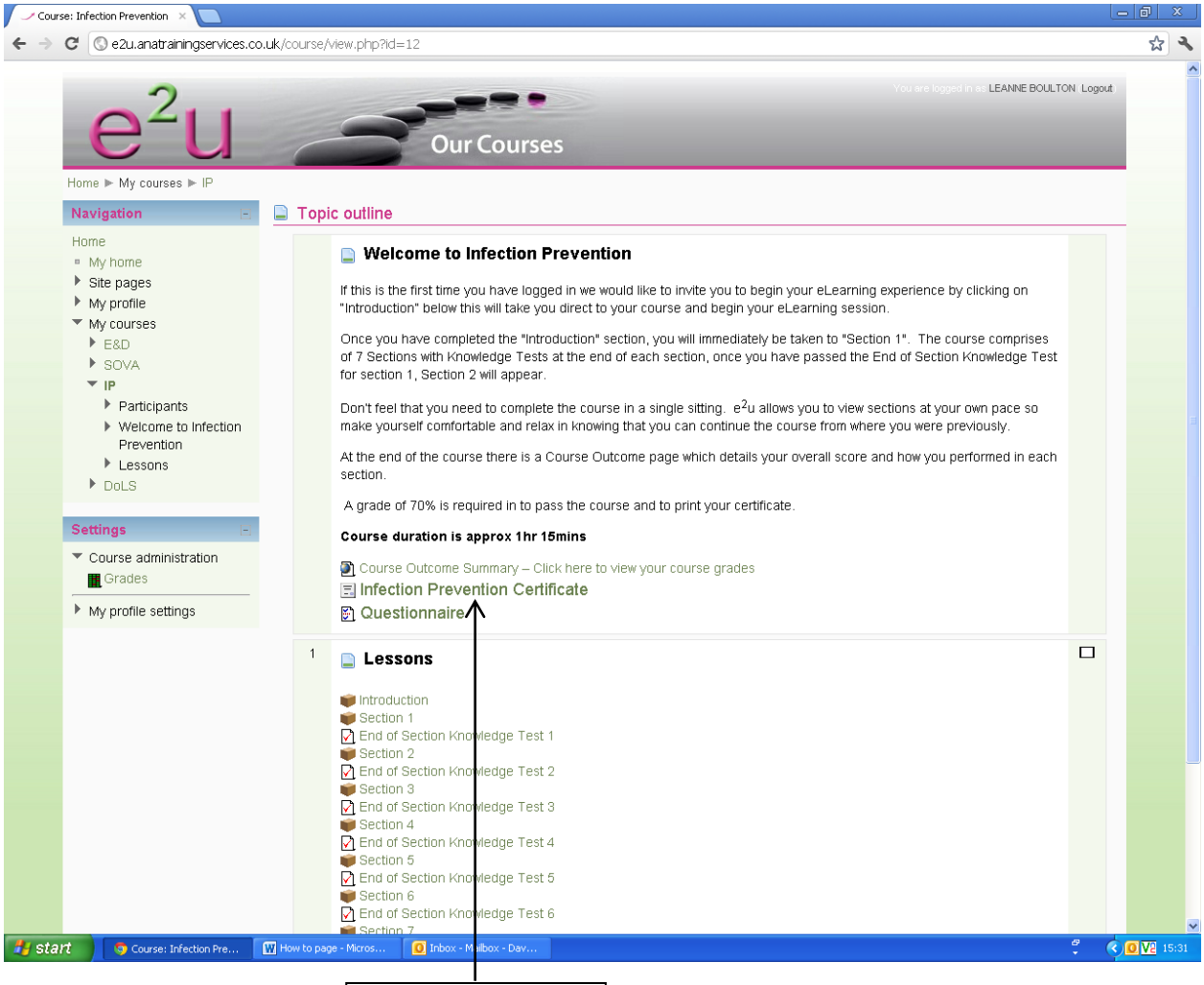
- Once course has been successfully completed, click on course title to access certificate


ANA eLearning Portal
e2u.anatrainingservices.co.uk
Infection Prevention
Infection Prevention
This course is designed to raise awareness and understanding of the danger and severity of Healthcare associated infections.
These infections are transmitted to patients, clients, residents and healthcare workers as a result of healthcare procedures, in hospital and other healthcare settings.
This course is for residential and domiciliary care workers including: carers, supervisors, and managers working with older people; vulnerable adults and service users living in their own home.
It is also suitable for residential or domiciliary front line staff undertaking the Skills for Care Common Induction Standards and is mapped against the Skills for Care Knowledge sets and Diploma in Health and Social Care Mandatory Units.
Areas Covered
What is Infection Prevention?
Why is Infection Prevention an important public health issue?
What is an Infection?
What are Bacteria?
What are Viruses?
Routes of transmission
Correct Handwashing Techniques
Drying
Hand decontamination
Personal Protective Equipment (PPE)
Clinical and General Equipment
Clinical Waste
Personal Hygiene
Course duration is approx 1hr 15mins
Click on completed course
PayPal
Deprivation of Liberty Safeguards
Deprivation of Liberty Safeguards (DoLS)
The Deprivation of Liberty Safeguards (DoLS), are part of the Mental Capacity Act (2005).
They aim to protect people in care homes and hospitals from being
start
ANA eLearning Portal...
How to page - Micros...
Inbox - Mailbox - Dav...
15:21

Accessing Course Certificate

Step 2: Select Course Certificate

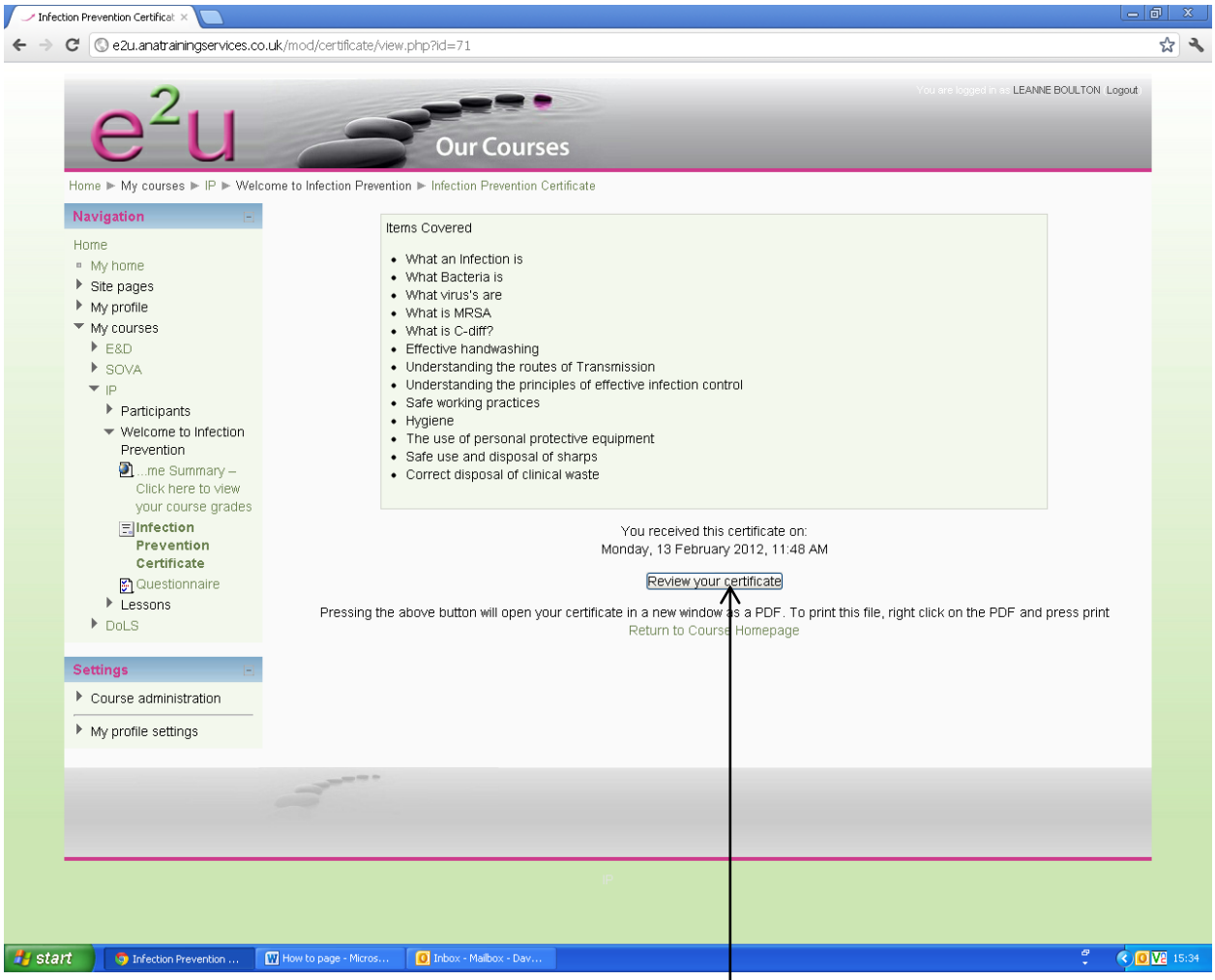
- Click on Course Certificate


Course: Infection Prevention
e2u.anatrainingservices.co.uk/course/view.php?id=12
Our Courses
Home ▶ My courses ▶ IP
Navigation
Home
My home
Site pages
My profile
My courses
E&D
SOVA
IP
Participants
Welcome to Infection Prevention
Lessons
DoLS
Settings
Course administration
Grades
My profile settings
Topic outline
Welcome to Infection Prevention
If this is the first time you have logged in we would like to invite you to begin your eLearning experience by clicking on "Introduction" below this will take you direct to your course and begin your eLearning session.
Once you have completed the "Introduction" section, you will immediately be taken to "Section 1". The course comprises of 7 Sections with Knowledge Tests at the end of each section, once you have passed the End of Section Knowledge Test for section 1, Section 2 will appear.
Don't feel that you need to complete the course in a single sitting. e2u allows you to view sections at your own pace so make yourself comfortable and relax in knowing that you can continue the course from where you were previously.
At the end of the course there is a Course Outcome page which details your overall score and how you performed in each section.
A grade of 70% is required in to pass the course and to print your certificate.
Course duration is approx 1hr 15mins
Course Outcome Summary – Click here to view your course grades
Infection Prevention Certificate
Questionnaire
Lessons
Introduction
Section 1
End of Section Knowledge Test 1
Section 2
End of Section Knowledge Test 2
Section 3
End of Section Knowledge Test 3
Section 4
End of Section Knowledge Test 4
Section 5
End of Section Knowledge Test 5
Section 6
End of Section Knowledge Test 6
Section 7
start
Course: Infection Pre...
How to page - Micros...
Inbox - Mailbox - Dav...
15:31
Click to access
Course Certificate

Accessing Course Certificate

Step 2: To produce from My Courses Page

- Click on review your Certificate



Click on Review your Certificate to print personalised copy